

BRA EMPLOYMENT OPPORTUNITY		PLEASE POST!!
TITLE: DEPUTY DIRECTOR FOR BUDGET & FINANCE	JOB VACANCY POSTING NO.	34-02
	POSTING DATE:	12/20/02
EMPLOYMENT STATUS: BRA Development Program Employee (See Definition on Reverse)	EXTERNAL DATE:	1/6/03
DEPT/DIV: BUDGET & FINANCE/ADMINISTRATION & FINANCE	POSITION FILLED:	
	DATE:	
	NAME:	

SUMMARY: Under direction of Director of Administration & Finance, formulate, recommend and implement the financial policies and procedures of the BRA/EDIC and affiliates, including accounting, internal controls, financial reporting, budget development and administration, purchasing, and contract administration; direct Accounting, Budget and Purchasing functions.

Oversee and participate in the formulation of internal policies, procedures and controls to govern the fiscal activity of the organization. Ensure compliance with all applicable city, state, federal and professional standards and regulations. Communicate and enforce adherence to approved policies and procedures in all fiscal operations throughout the organization.

Directly, and through subordinate manager, manage accounting operations. Ensure the timely and accurate processing of all accounting transactions, including accounts payable, accounts receivable, general ledger, grant accounting, and payroll. Ensure the timely and accurate preparation of monthly internal and external financial statements; oversee consolidation and preparation of combined statements.

Directly, and through subordinate manager, manage development and administration of organizational operating and capital budgets. Ensure timely and accurate integration of department budgets into combined plan. Ensure timely and accurate preparation, distribution and analysis of budget variance reports to Division Heads.

Directly, and through subordinate manager, manage organization's purchasing and procurement function. Ensure compliance with all city, state and federal contractual requirements. Ensure that all purchases deliver optimum cost to value for organization. Ensure that all expenditures receive proper approvals.

Lead the preparation and interpretation of financial performance and planning reports reflecting the financial results of operations compared to budget, including financial and cash flow forecasts. Manage and monitor organization cash flow and liquidity. Oversee actual revenues and expenditures against projections and plans. Identify and interpret financial trends, patterns and other items of note; assess and determine impact on organization; recommend and implement appropriate response.

Direct the organization's independent, federal and state audits; maintain current awareness of all financial reporting requirements. Maintain and update current knowledge of generally accepted accounting principles and regulatory or statutory changes affecting organization's fiscal operations.

Design and implement new financial management systems; update current system to reflect present and future needs of organization.

Manage Budget, Purchasing and Accounting staff. Recommend selection of staff; provide training, orientation and coaching. Conduct performance reviews; recommend personnel actions. Manage employee relations issues.

Provide fiscal advice and guidance to senior management and program managers.

Participate in the preparation and presentation of material to Board(s).

Lead and participate in special projects.

Develop, recommend and administer operating budget for the BRA/EDIC and affiliates.

Perform other related duties as required.

QUALIFICATIONS: Work requires completion of a Master's Degree in Business or Public Administration or related field, or completion of CPA certification, or equivalent experience, plus ten years of progressively responsible related experience in fiscal management, including management experience. Ability to use office software and automated accounting/budget software is required.

GRADE: 24

HIRING RANGE: \$60,515.00-\$78,824.20

To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

E-mail: hr.bra@ci.boston.MA **Fax:** 617-918-5458

An Affirmative Action/Equal Opportunity Employer

Auxiliary aids and services are available upon request to individuals with disabilities.

APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.

RESOLUTION ADOPTED BY THE
BOSTON REDEVELOPMENT AUTHORITY

DECEMBER 12, 1968

1. RE: Establishment of a class of temporary employees to be known as Development Program Employees.

Whereas, the expanded staff requirements for carrying out the Boston Development Program will exist for a temporary period and can best be met by a maximum flexibility in hiring, dismissal, promotion, and transfer of staff, and

Whereas, if such staff were to be classified as permanently employed within the meaning of Section 2600 of Chapter 121 of the General Laws, it would seriously jeopardize the Authority's ability to carry out the program with maximum efficiency and economy,

Therefore, be it Resolved that there shall be established a new class of temporary employees of the Authority which shall be known as Development Program Employees who shall be employed from time to time for work in the Development Program and shall not be considered as permanent employees of the Authority. All such employees, unless otherwise specifically provided, may be dismissed at any time for cause or on three months' notice without cause.

